

REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS  
OF SAN BERNARDINO COUNTY, CALIFORNIA  
AND RECORD OF ACTION

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June 24, 2003

**FROM:** DAVID H. SLAUGHTER, Director  
Real Estate Services Department

ROBERTA YORK, Director  
Preschool Services Department

**SUBJECT: REQUEST FOR PROPOSALS FOR PRESCHOOL SERVICES DEPARTMENT IN CHINO**

**RECOMMENDATION:** Approve a Request for Proposals (RFP) for the lease of 9,687 square feet of office and classroom space and 9,000 square feet of playground for the Preschool Services Department (PSD) in the Chino area and authorize the Director of Real Estate Services Department (RESO) to issue the RFP.

**BACKGROUND INFORMATION:** PSD is responsible for administering the federally funded Head Start program, the California State Department of Education Preschool, and General Child Care and Alternative Payment programs to low-income children and their families in the County of San Bernardino. PSD currently leases a facility from Mr. Frank Acosta located at 5585 Riverside Drive in Chino, which services a maximum of 204 children in two half-day programs. The current facility consists of 6,554 square feet of classroom space. There is no additional space to accommodate expansion at this site. The lease, which expires April 30, 2004, has two two-year options to extend the term.

PSD conducted both a strategic planning session and a community needs assessment study, which indicated a need to serve more children in the Chino area. On July 22, 2002, the County Administrative Office approved Capital Improvement Program Request No. 02-61 submitted by Human Services System (HSS) for PSD. It requested 9,687 square feet of office and classroom space and 9,000 square feet of playground. The RFP will be conducted in accordance with County Policy 08-02-01SP to ensure the competitive procurement of a leased facility. Criteria to be considered in the selection process will include location, public accessibility, price, length of term, and termination language. The sample contract in the RFP package includes language that allows PSD to terminate the agreement, but proposers will be asked to submit proposals that contain prices with and without the termination clause. PSD requests occupancy by September 1, 2004 with a preferred lease term of ten years with two five-year options. The RFP is on file with the Clerk of the Board.

**REVIEW BY OTHERS:** This item has been reviewed by County Counsel (Rex Hinesley, Chief Deputy County Counsel) on April 23, 2003; HSS Administration (Darlene M. Bently-Hill, Interim Facilities and Services Manager) on June 11, 2003; and the County Administrative Office (Daniel R. Kopp, Administrative Analyst) on June 13, 2003.

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**FINANCIAL IMPACT:** There is no cost associated with the issuance of the RFP. Monthly lease payments resulting from Board approval of a lease agreement will be paid from the Rents budget (AAA RNT) and reimbursed from PSD's budget (RSC HPS), which is 100% federally and/or state funded.

**COST REDUCTION REVIEW:** The County Administrative Office has reviewed this agenda item, concurs with PSD's and RESD's proposal, and recommends this action based on programmatic needs for space. Lease payments will be made from non-general fund sources. Funding is available, ongoing in nature, and not in imminent jeopardy of being cut at the state or federal level. Consolidation of this space with other existing space has been explored and no feasible opportunity exists at this time.

**SUPERVISORIAL DISTRICTS:** Fourth

**PRESENTER:** David H. Slaughter, Director, 7-7813

DH 7-7841      mf 7-7825